



OKLAHOMA NATIONAL GUARD
JOINT FORCE HEADQUARTERS
3501 MILITARY CIRCLE
OKLAHOMA CITY, OKLAHOMA 73111-4398
(405) 228-5000 or DSN 628-5000

OKHR-ES

27 January 2010

MEMORANDUM FOR Civil Service Employees Entering Leave Without Pay Status

SUBJECT: Information for Employees Entering Leave Without Pay Status

1. Employees must be in an appropriate leave status from their civilian position if they are away from the Civil Service job due to personal reasons or being placed on State Active Duty. Appropriate leave includes: annual leave, compensatory time, credit hours, law enforcement (LEL) and leave without pay (LWOP). A *Request for Personnel Action* SF 52-B requesting LWOP must be submitted when an employee is placed in an LWOP status. A SF 52-B is required for all periods of LWOP regardless of the duration. The following is designed to provide information regarding your options. Notify your timekeeper if you wish to use any authorized leave.

2. **MILITARY LEAVE:** Military Leave is not authorized if you are placed on State Active Duty.

3. **ANNUAL LEAVE:** You may use accrued annual leave at any time during an LWOP period. You will not earn additional annual leave while you are in LWOP.

4. **SICK LEAVE:** Your sick leave will be held in your leave account until you return to Federal civilian service. You will not earn additional sick leave while you are in a LWOP status. You can use sick leave while in an LWOP status; however, Sick Leave cannot be used if you are placed on State Active Duty orders.

5. **LIFE INSURANCE:** Your Federal Employees Group Life Insurance (FEGLI) coverage continues at no cost for up to 12 months in non-pay status.

6. **HEALTH BENEFITS:** Your enrollment in the Federal Employees Health Benefit (FEHB) Program will continue for up to 365 days in non-pay status unless you elect to terminate it. If you do not terminate your enrollment, you will be liable for the normal employee share of the premiums for the first 365 days of non-pay status. Payment of the FEHB premiums may be made on a current basis to your servicing payroll office or may be recouped from your salary when you return to duty. Cash payments for FEHB premiums should be made by check or money order payable to Deputy Director for Finance and mailed to the DFAS location shown on your civilian leave and earnings statements. A letter explaining the purpose of the cash payment should accompany the check or money order. Also, include your social security number on all correspondence. If the period of LWOP extends past 365 days, you will be given an opportunity to enroll in Temporary Continuation of Coverage (TCC) for up to 18 months. Premiums for these 18 months will equal 102% of the full subscription charge (the employee share, the

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Government share, plus an additional 2%). Payments will be made to National Finance Center.

a. If you choose to terminate FEHB coverage, your health benefits coverage can be reinstated when you return to your civilian position. This is considered a break in coverage of your FEHB in regards to the 5 years of coverage required for retirement purposes.

b. If you choose to continue FEHB coverage and later cancel, it will be considered a break in coverage for retirement purposes.

7. **THRIFT SAVINGS PLAN (TSP):** No contributions can be made to the TSP while on LWOP.

8. **RETIREMENT SERVICE CREDIT:** An employee who is placed on LWOP is given full credit without deposit to the Retirement fund for periods of LWOP that do not exceed 6 months in any calendar year.

9. **WITHIN-GRADE INCREASES:** An employee's Within-Grade Increase (WGI) may be postponed while an employee is in an LWOP status. The time an employee may be in an LWOP status without having an affect on their WGI varies depending on step of the employee. To find out how long you can be in an LWOP status without your WGI being affected, please contact OKHR-ES.

10. Any questions may be directed to the **Oklahoma Military Department, Attn: OKHR-ES, 3501 Military Circle, Oklahoma City, OK 73111-4398** or by calling (405) 228-5527 or DSN 628-5527.

11. Please also remember to complete a SF 52-B to OKHR-ES. When an employee is placed on LWOP, a SF-52-B for Return to Duty is to be submitted to OKHR-ES at the time the employee is to return to duty.

FOR THE ADJUTANT GENERAL:



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